

## Assigning Class/Group Numbers (Class/Group ID Sheet)

### Purpose

Class/group numbers are optional and enable schools to receive MEAP results reports that are organized by teacher or other district or school defined group. These can be convenient because staff members can easily access their students' results. Any number of coding schemes can be devised to ensure that reports sent are most useful to schools and teachers. The Class/Group ID Sheet must be filled out correctly and completely to ensure correct results reports. Make sure to keep the coding scheme in the school records so that results reports are easy to use.

### Coding Rules

1. Up to six class/group numbers per Class/Group ID Sheet may be defined for each teacher. Each Class/Group Number must be **unique within each school**.
2. Each defined code must be four digits. When codes do not use all four digits, the code must be preceded by zeros (See Situation A and B below).
3. First and last names must be left justified in the appropriate Teacher Name boxes of the Class/Group ID Sheet.

### Examples of Coding Schemes

Developing useful coding schemes is critical to success. Here are examples that may help schools develop their own codes.

**Situation A:** Mrs. Brown is a fifth grade teacher in an elementary school. Her school staff wants teachers to receive the results for their own classrooms. There are three fifth grade classroom teachers. Mrs. Brown's code is "3". Codes are quite simple in this case.

Two leading zeros

Third digit = grade level (5 = fifth grade)

Fourth digit = teacher number (two digits are not needed in this case)

0053 = Two leading zeros, fifth grade, Mrs. Brown

**Situation B:** One teacher teaches two subject areas across five class periods in middle school. For example, Mrs. Smith teaches two (2) class periods of 8<sup>th</sup> grade science and three (3) class periods of 7<sup>th</sup> grade math.

Mrs. Smith wants her science classes combined into one report while the three math classes will be combined into one report.

Four digits are used for each class code:

First digit = leading zero

Second digit = grade level (7 = seventh grade, 8 = eighth grade)

Third digit = subject area (1 = math, 2 = science)

Fourth digit = teacher (2 = Mrs. Smith)

0822 = (8<sup>th</sup> grade, science, Mrs. Smith)

0712 = (7<sup>th</sup> grade, math, Mrs. Smith)

**Situation C:** One teacher has multiple class periods in a large middle school. If results by class period are of interest, each teacher's class period/s must have a separate and distinct class number. Each teacher is assigned a two digit identifying number in this coding scheme.

For example, Mrs. Smith has five (5) classes of mathematics. There are two (2) eighth grade math classes (first and second period) and three (3) seventh grade Math classes (third, fifth and sixth period).

Four digits are available for each code:

First digit = grade level (7 = seventh grade, 8<sup>th</sup> = eighth grade)

Second and third digit = teacher number (schools can have up to 99 teachers with teachers #1-9 = 01, 02, 03, etc.)

Fourth digit = class period (1-9)

Mrs. Smith's code as a teacher is "12" so her class codes are:

8121 = 8<sup>th</sup> grade, Mrs. Smith, first period

8122 = 8<sup>th</sup> grade, Mrs. Smith, second period

7123 = 7<sup>th</sup> grade, Mrs. Smith, third period

7125 = 7<sup>th</sup> grade, Mrs. Smith, fifth period

7126 = 7<sup>th</sup> grade, Mrs. Smith, sixth period